

APPENDIX B

IFB STATEMENT OF WORK

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APPENDIX B

STATEMENT OF WORK (SOW)

1.0 SCOPE OF WORK

Subrecipient is a consultant, individually contracted to perform tasks identified in Section 10, Specific Work Requirements, of the Statement of Work of the Subaward.

2.0 ADDITION/DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS

2.1 Subrecipient agrees that any work performed outside the scope of this Statement of Work shall be deemed a gratuitous act on the part of the Subrecipient and, therefore, Subrecipient shall have no claim against WDACS.

2.2 All changes must be made in accordance with sub-paragraph 8.1, Amendments, of the Subaward.

3.0 QUALITY CONTROL

Subrecipient shall establish and utilize a comprehensive Quality Control Plan (Plan) to assure County a consistently high level of service throughout the term of Subrecipient. The Plan shall be submitted to County's Compliance Manager for review. The plan shall include, but may not be limited to the following:

3.1 Method of monitoring to ensure that Subaward requirements are being met;

3.2 A record of all inspections conducted by Subrecipient, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to County upon request.

4.0 QUALITY ASSURANCE PLAN

County will evaluate Subrecipient's performance under this Subaward using the quality assurance procedures as defined in this Subaward, Paragraph 8, Standard Terms and Conditions, Sub-paragraph 8.15, County's Quality Assurance Plan.

4.1 Monthly Meetings

Subrecipient is required to attend monthly meetings scheduled by WDACS.

4.2 Intentionally Omitted

4.3 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Subaward at any

time during normal business hours. However, these personnel may not unreasonably interfere with Subrecipient's performance.

5.0 DEFINITIONS

For a listing of Definitions related to this subaward of financial consultant services, please refer to Exhibit P, Definitions, of the Subaward.

6.0 RESPONSIBILITIES

County's and Subrecipient's responsibilities are as follows:

COUNTY

6.1 Personnel

County will administer the Subaward according to the Subaward, Paragraph 6.0, Administration of Subaward - County. Specific duties will include:

- 6.1.1 Monitoring Subrecipient's performance in the daily operation of this Subaward.
- 6.1.2 Providing direction to Subrecipient in areas relating to policy, information and procedural requirements.
- 6.1.3 Preparing Amendments in accordance with the Subaward, Paragraph 8.0, Standard Terms and Conditions, Sub-paragraph 8.1, Amendments.

6.2 Intentionally Omitted

Subrecipient

6.3 Subrecipient's Project Manager

- 6.3.1 If Subrecipient is an organization, then the organization shall provide a full-time Subrecipient's Project Manager and a designated alternate. If Subrecipient is an individual, then the individual shall act as a full-time Project Manager. County must have access to the Project Manager during all hours, 365 days per year. Subrecipient shall provide a telephone number where the Project Manager may be reached during County work hours.
- 6.3.2 Project Manager shall act as a central point of contact with County.
- 6.3.3 Project Manager shall have the required experience as identified in Section 1.4, Bidder's Minimum Requirements, of the IFB for this subaward.
- 6.3.4 Project Manager/alternate shall have full authority to act for Subrecipient on all matters relating to the daily operation of the Subaward. Project Manager/alternate shall be able to effectively communicate, in English, both orally and in writing.

6.4 Personnel

- 6.4.1 Subrecipient shall assign a sufficient number of employees to perform the required work.
- 6.4.2 Subrecipient shall be required to background check their employees as set forth in sub-paragraph 7.5, Background and Security Investigations, of the Subaward.

6.5 Intentionally Omitted

6.6 Materials and Equipment

The purchase of all materials/equipment to provide the needed services is the responsibility of Subrecipient. Subrecipient shall use materials and equipment that are safe for the environment and safe for use by the employee.

6.7 Training

- 6.7.1 Subrecipient shall provide training programs for all new employees and continuing in-service training for all employees.
- 6.7.2 All employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear according to OSHA standards.

6.8 Subrecipient's Office

Subrecipient shall maintain an office with a telephone in the company's name where Subrecipient conducts business. The office shall be staffed during the hours of 8:00 AM to 6:00 PM, Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about Subrecipient's performance of the Subaward. When the office is closed, an answering service shall be provided to receive calls. **Subrecipient shall answer calls received by the answering service within twenty four (24) hours of receipt of the call.**

7.0 HOURS/DAY OF WORK

Subrecipient shall be available to authorized County personnel during normal work hours 8:00 AM to 6:00 PM, Monday through Friday, except legal holidays. A listing of these holidays is provided in Attachment 1 (County Recognized Holidays) of Exhibit A (Statement of Work) of the Subaward.

8.0 WORK SCHEDULES

- 8.1 Subrecipient, as an organization or an individual, shall submit for review and approval a staff work schedule to County's Program Manager within ten (10) days prior to starting work. Said staff work schedules shall be set on an annual calendar identifying all the required on-going tasks and task frequencies. The schedules shall list the time frames by day of the week, morning, and afternoon the tasks will be performed.
- 8.2 Subrecipient shall submit revised schedules when actual performance differs substantially from planned performance.

9.0 UNSCHEDULED WORK

- 9.1 County's Program Manager or his designee may authorize Subrecipient to perform unscheduled work when the need for such work arises.
- 9.2 Prior to performing any unscheduled work, Subrecipient shall prepare and submit a written description of the work with a detailed estimate. If the unscheduled work exceeds Subrecipient's estimate, County's Program Manager or his designee must approve the excess cost. In any case, no unscheduled work shall commence without written authorization.
- 9.3 When a condition exists wherein there is imminent danger of injury to the public or damage to property, Subrecipient shall contact County's Program Manager for approval before beginning the work. A written estimate shall be sent within twenty-four (24) hours for approval. Subrecipient shall submit an invoice to County's Program Manager within five (5) working days after completion of the work.
- 9.4 All unscheduled work shall commence on the established specified date. Subrecipient shall proceed diligently to complete said work within the time allotted.
- 9.5 County reserves the right to perform unscheduled work itself or assign the work to another Subrecipient.

10.0 SPECIFIC WORK REQUIREMENTS

Subrecipient is a consultant, individually contracted to perform specific tasks based on specific work requirements including but not limited to the following:

- 10.1 Assist with the Workforce Innovation and Opportunity Act (WIOA) Phase II Memorandums of Understanding as required by EDD. The tasks include, but are not limited to:
 - 10.1.1 Work with all partners identified in WIOA Phase I MOU and new partners as identified by County to assist with the MOUs;
 - 10.1.2 Develop a budget for each AJCC identifying Infrastructure Costs, Utilities, Equipment Costs, Technology Costs, Common Identifier Costs, Delivery System Costs, and other system costs as defined by WSDD16-09;

- 10.1.3 Develop a cost allocation methodology in accordance with the Uniform Guidelines (2 CFR Part 200); and
- 10.1.4 Work with each partner to negotiate a cost allocation plan that meets the State requirements for all AJCCs, as defined by WSDD 16-09, and other contractors to meet State, federal and local requirements.
- 10.2 Review, analyze, produce reports, make recommendations, and develop policies and procedures that will enhance efficiencies regarding the current financial practices of WDACS for all grant funded programs.
- 10.3 Review, analyze, produce reports, make recommendation, and develop policies and procedures that will enhance efficiencies regarding WDACS' current automation systems in areas of finance.
- 10.4 Provide training, technical assistance and consulting to AJCCs and WDACS contractors on cost allocation, cost allocation plans, and administrative and financial reporting requirements to comply with State, federal and local requirements.
- 10.5 Provide training, technical assistance and consulting to AJCCs and WDACS contractors to strengthen their financial systems to ensure that they have the capacity to track and produce reports on financial information as required by WDACS staff.
- 10.6 Review, analyze, identify areas that need improvement, and make recommendations and develop policies and procedures aimed at strengthening the financial reporting from AJCCs and WDACS.
- 10.7 Review, analyze, identify areas that need improvement, and make recommendations and develop policies and procedures aimed to streamline the review and approval of invoices from WDACS contractors.
- 10.8 Work with WDACS and the Los Angeles County Department of the Auditor-Controller to analyze, identify areas that need improvement, make recommendations, and develop policies and procedures that strengthen the programmatic, administrative and fiscal monitoring of WDACS contractors.
- 10.9 Related to the financial capability of WDACS contractors that have been certified as Social Enterprise, review contractors' financial records and assist them to comply with federal regulations related to the use of funds (in addition to the AJCCs).
- 10.10 Respond to WDACS within 24 hours of being contacted regarding all assignments.
- 10.11 Respond to WDACS contractors and other involved entities within 48 hours of being advised by WDACS of a contractor issue and shall apprise WDACS staff of all contacts with WDACS contractors and other involved entities.

- 10.12 Provide monthly updates to WDACS on status of WIOA MOU and other assignments.
- 10.13 Provide a draft of the completed MOU by no later than November 2, 2017.
- 10.14 Submit a monthly status update report containing progress of all WDACS directed assignments.
- 10.15 Provide WDACS with a monthly invoice for deliverables as stated in this Statement of Work, and for services rendered during the month.

11.0 INTENTIONNALLY OMITTED